

U.S. GOVERNMENT PRINTING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***PSC Miscellaneous Publications***

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Health and Human Services  
Program Support Center

Multiple Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning June 1, 2009, and ending May 31, 2010, plus up to Four optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on May 6, 2009.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop PPSB, 36 H Street NW, Washington, DC 20404. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been *extensively* revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstract of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstract/central/default.asp>.

For information of a technical nature call Josephine Gilmartin-Savage (202) 512-0455 (No collect calls). Fax number (202) 512-1548. E-mail [jsavage@gpo.gov](mailto:jsavage@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.6-01) clause can be found at <http://www.gpo.gov/printforms/pdf/terms.pdf>, and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Publication 310.1, effective May 1979 (Rev. 8-02)) clause found at <http://www.gpo.gov/printforms/pdf/gatap.pdf> .

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Levels II and III.
- (b) Finishing Attributes -Levels II and III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

**Special Instructions:** In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Proofs, electronic media, average type dimension in publication, camera copy.
- P-8. One-piece composite color proof, electronic media, camera copy.
- P-9. Proofs, Pantone Matching System color.
- P-10. One-piece composite color proof, electronic media.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed four years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance periods. For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to May 31, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding periods will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending February 28, 2009, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 All Paper, will apply to all paper required under this contract.
2. The applicable index figures for the month of May 2009, will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{\text{X - base index}}{\text{base index}} \times 100 = \text{---}\%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items III. "PAPER" 1.(a) through (o), and 2.(a) through (n), in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** GPO jacket numbers will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from June 1, 2009, through May 31, 2010. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**QUANTITIES:** This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract, except when the shipping/delivery schedule cannot be met.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of self and separate covered books, pamphlets, and tab dividers, requiring such operations as electronic prepress, printing, proofing, binding (including die-cutting), packing, and distribution.

**TITLE:** PSC Miscellaneous Publications.

**FREQUENCY OF ORDERS:** Approximately 50 to 150 orders per year. No more than 5 orders will be placed per day.

**QUANTITY:** Approximately 100 to 50,000 copies per order as specified below. (NOTE: An occasional order may be placed for up to 300,000 copies.)

Category 1 – Quantities of 100 up to and including 25,000 copies.

Category 2 – Quantities of 25,001 up to and including 50,000 copies.

**NUMBER OF PAGES:** Approximately 8 to 250 pages per order. The majority of orders will be 120 pages or less. Approximately 90 percent of orders will require a separate cover.

**TRIM SIZES:** Various trim sizes will be ordered and paid for in their respective “Format” classification as follows:

Format A: Any trim size from 5-1/2 x 8-1/2” up to and including 6 x 9-1/2”. (Approximately 15% of the total orders.)

Format B: Any trim size over 6 x 9-1/2” up to and including 8-1/2 x 11” including album style.

Tab dividers will be up to 9 x 11” including tab. Approximately 5% of orders will call for laminating on tabs and binding edge.

**GOVERNMENT TO FURNISH:** Approximately 90% of orders will be furnished electronically. Approximately 10% of these orders will be furnished with camera copy, in addition to the electronic files.

Camera copy consisting of line art, black and white and full color photoprints to be reproduced at various focuses.

Camera copy for “Postage and Fees Paid” indicia and return addresses for envelopes.

Electronic Media:

Platform: IBM compatible with Windows 95 or higher. Macintosh with system 7.5 or higher

Storage Media: CD-ROM disc.

Software: Files from a wide variety of software will be supplied. Mac & PC Platforms, PDF - Adobe PageMaker, QuarkXPress, Adobe Illustrator, Macromedia Freehand, Adobe PhotoShop, Adobe InDesign and Adobe Acrobat. CorelDraw, MS Publisher, Power Point.

Note: All software upgrades (for specified applications), current or near current versions will be used which may occur during the term of the contract, must be supported by the contractor.

Files will be supplied in native application format (approximately 40% of orders) or in PDF format (approximately 60% of orders).

Any compression software utilized will be supplied.

Fonts: Screen and printer fonts will be supplied/embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: A visual of the furnished electronic files will be provided.

Except for trapping, these files will be ready for high resolution output (2400 minimum, resolution will be indicated on print order if different) with no manipulation required.

GPO Form 952 Desktop Publishing disk information form will be furnished.

Pre-addressed, gummed, ungummed, and pressure-sensitive address labels each mounted 1, 3, and 4 across on marginally punched continuous strips.

Pre-addressed, "Postage and Fees Paid", gummed and ungummed labels, of various sizes on marginally punched continuous strips.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in electronic files, films or camera copy must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

Contractor must provide an e-mail address and FTP site. Contractors will be contacted for jobs mostly via e-mail. Some jobs will be sent via FTP to contractors including the print order.

#### **ELECTRONIC PREPRESS:**

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. Contractor must output screens at a minimum of 150 lpi for Quality Level III orders. Contractor must output screens at a minimum of 175 lpi for Quality Level II orders.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same the of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

**PROOFS:** (Proofs will be required on approximately 70% of orders.)

When indicated on the print order, one or two sets of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back and trimmed and folded to the finished size of the product.

When indicated on the print order, one or two sets of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted. Direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on the press. Inkjet, photographic and overlay proofs are not acceptable. These proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16 x 3/16" solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

For jobs containing Pantone colors, the Pantone colors may be substituted with a similar color but may not be built out of the four process colors. When ordered, contractor to submit ink draw downs on actual production stock of Pantone colors used in job.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

When proofs are required, the contractor must not print prior to receipt of an "O.K. to print."

One PDF proof (Adobe Acrobat version 5 or higher) will be sent via e-mail, as specified on print order.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 1, 2008.

A copy of the "Government Paper Specification Standards" is available at:  
[http://www.gpo.gov/acquisition/paperspecs\\_vol12.htm](http://www.gpo.gov/acquisition/paperspecs_vol12.htm).

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.



The paper to be used will be indicated on each print order.

Text:

White Offset Book, basis weight: 50, 60 and 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Litho (Gloss) Coated Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A170.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White No. 2 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

White Matte Coated Offset Book, basis weight: 60, 70 and 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White Laid-Finish Antique Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A250.

White Dull Coated Offset Book, basis weight: 60, 70 and 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A260.

White, Blue, Buff, Green, Pink, Salmon, and Yellow Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

Cover and Dividers:

White, Buff, Green, Pink, Salmon, and Yellow Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White No. 2 Coated Cover, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

White and Colored Vellum-Finish Cover, basis weight: 50 and 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White Matte Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

White Laid-Finish Antique Cover, basis weight: 65 and 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L40.

White Dull Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L60.

White No. 2 Coated Cover, Dull-Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62.

White Coated One Side Cover (C1S), 0.010" thick, equal to JCP Code L70.

NOTE: Some orders will require the text to print on a stock not customarily used as a text stock (e.g. Index). Also, some orders will require the covers to print on a stock not customarily used as a cover stock (e.g. Writing).

NOTE: The color of buff stock, both Writing and Index, must match either Simpson Index (Simpson Paper Co.), Sorg Index Buff (Sorg Paper Co.) or Springhill Index (International Paper Co.) for color. The color of the Laid-Antique stock, both text and cover, must match Neenah Classic Laid, Natural White for color.

**PRINTING:**

Text: Print text pages one side only, head-to-head, head-to-foot, or head-to-side in black ink, black ink and one or two additional Pantone colors, or four-color process.

NOTE: Approximately 20% of orders will require printing the text pages in two or three colors. Approximately 10% of orders will require the text pages to print in four-color process.

Cover: Print cover head-to-head in black ink, black ink and one or two additional Pantone colors, or four-color process. An occasional cover may require flood and/or spot coating after printing.

Approximately 10% of orders will require Covers 1 and 4 to print in four-color process, including varnish.

Approximately 40% of orders will require Covers 1 and 4 to print in two or three colors.

Approximately 40% of orders will require digital color printing. NOTE: When digital printing is ordered it will be specified on the print order.

Approximately 60% of orders will require offset printing.

Tab dividers: Print in black ink or a single ink color other than black. Majority of tab dividers will print on tabs only. Some tab dividers may require printing on two sides.

Match Pantone numbers as indicated on the print order.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

**MARGINS:** Margins will be as indicated on the print order or furnished media. Occasionally, bleed pages may be scattered throughout, including cover pages.

**BINDING:** Various binding styles will be ordered as follows: Bind as indicated on the print order.

Side-wire stitch in one or two places and trim four sides.

Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

NOTE: Contractor must obtain approval to paste 8, 12, or 16-page products on the fold, when order is placed.

Trim four sides. Punch suitably and insert Wire-O type binding, spiral wire binding, spiral plastic binding or plastic comb binding of suitable capacity in various colors, including but not limited to black, white, blue, green, red and brown. "Wire-O" is a registered trademark of James Burn International.

Trim four sides and shrink-film wrap.

Perfect-bind text and wraparound cover; trim three sides.

Album-style binding may be required on some orders.

Tab Dividers: 1/2" lip, up to 1/10 cut, up to five banks to be inserted or gathered with text. When ordered, reinforce tabs with lamination.

Shrink-film wrap in individual units.

Drill three 3/8" diameter holes centered on the 11" side, 4-1/4" center-to-center. Center of holes to be 3/8" from left edge of product.

Occasionally, contractor must perforate (slit or slot without ink) off the fold, vertically and/or horizontally in up to three places on a page.

Additional Folding: Occasionally, contractor must fold self mailers from 8-1/2 x 11" to 8-1/2 x 5-1/2" with mailing indicia out and seal on the 8-1/2" open side with transparent tabs or wafer seals.

Occasionally, contractor must on the seal 11" open side of 8-1/2 x 11" product with transparent tabs or wafer seals.

#### **PACKING:**

##### **Bulk Shipments:**

Pack in shipping containers. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Pack carefully to ensure that the tab dividers are not damaged in transit.

Pallets may be required.

#### **MANDATORY SHIPPING INSTRUCTIONS FOR CENTER FOR SUBSTANCE ABUSE PREVENTION SAMHSA:**

Palletizing: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Pallets must be Type III size 2 (4-way (partial), flush, assembled, nonreversible). Size L 48 x W 40", Full entry must be on the 40" width. Group II (medium density wood).

Materials must be secured on pallet by stretch-wrap or shrink-wrap plastic. Strapping or banding over a wood slip top is required. (Corner guards are not necessary.) Fasten with steel straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallet must not exceed 52" from floor to the top of the pallets. Maximum height (including pallet) 55". Pack flush to corners, no overhang permitted at any edge. Carton block must interlock and must be centered on pallet. Loaded pallets may be stored 5 high at the SAMHSA warehouse.

#### Mailed Shipments:

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies for foreign destinations, or multiple copies (up to 200 leaves), into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 40 pounds).

#### **LABELING AND MARKING:**

Bulk Shipments: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Mailed Shipment: Affix a label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the destination receiving the largest quantity unless otherwise specified on the print order.

A copy of the Government-furnished certificate must accompany the voucher sent to the U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be indicated.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to approximately 5 addresses within the commercial zone of Washington, DC.

All CENTER FOR SUBSTANCE ABUSE PREVENTION deliveries are made to the: SAMHSA Warehouse., c/o IQ Solutions, Inc. 350 Winnemeyer Avenue, Odenton, Maryland 21113.

Carrier must contact SAMSHA warehouse 24 hours prior to delivery to schedule delivery appointment at (240) 221-4075, Receiving Hours: Monday through Friday, 7:30 A.M. to 2:30 P.M.

Complete addresses and quantities will be furnished with the print orders.

Inside delivery to room number specified is required.

Ship/Mail f.o.b. contractor's city.

An occasional order will require shipping to one or more addresses outside the DC area.

All mailing shall be made at the First or Third Class (presorted bulk) rate, Fourth Class or Special Fourth-Class rate as indicated.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract. "Postage and Fees Paid" indicia will be included on some orders.

For all other orders, the contractor will be required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

The contractor must fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. Contractor must return two copies of the completed U.S. Postal Service mailing statements (e.g. 3601, 3602, 3602-G, 3541, etc.), including GPO form 712, and any other accompanying mail or bulk delivery receipts, within 5 workdays of shipment to Program Support Center, Room 3B-26, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. These documents should be clearly identified with the GPO jacket number, program number, print order number and PSC requisition number.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. Contractor must furnish commercial bills of lading for all shipments totaling over 120 pounds. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day. Contractor will be reimbursed for commercial bills of lading by submitting a receipt with the voucher for billing.

Upon completion of each order, all furnished materials, digital deliverables and samples must be returned to the address listed under "SCHEDULE" with the completed job.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to the schedule established on the individual Print Order must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to: Program Support Center, Parklawn Building, Room 3B-26 Fishers Lane, Rockville, MD 20857, or Hubert H. Humphrey Building, Room 805, storefront, 200 Independence Avenue, SW, Washington, DC 20201. Unless the print order and materials are sent electronically via FTP to the contractor.

No definite schedule for pickup of material can be predetermined.

Schedules begin the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The delivery date scheduled will be indicated on the print order and shall bind the contractor when the print order has been accepted by them. Provided, that in the event the scheduled date carried on the print order is Saturday, Sunday, or a holiday, deliver/shipment on the next workday, following the date entered on the print order, will be considered to be in compliance with the schedule, unless otherwise indicated on the print order.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for on-time delivery of the order or for revised proofs if contractor's errors are judged serious enough to require them and still meet the original delivery/ship date. When proofs are required, the Government will specify a hold time when placing the order. An occasional order will require the agency to view proofs at the contractor's plant to expedite a schedule.

Schedule A: 1 to 5 workdays (10% of orders)

Schedule B: 6 to 10 workdays (30% of orders)

Schedule C: Over 10 workdays (60% of orders)

When a Press Sheet Inspection is required, the Government will specify the advance notice needed when placing the order. Notify the U.S. Government Printing Office, Contracting Officer, Quality Control for Procured Printng, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the post office or small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

### **SECTION 3. - DETERMINATION OF AWARD AND PLACEMENT OF WORK**

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by e-mail or faxed and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

**PREMIUM PAYMENTS:** Orders requiring a production schedule of 5 workdays or less will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES" for Item VI (a).

Orders requiring a production schedule of 6 to 10 workdays will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES" for Item VI (b).

All other orders will be placed with the required Schedule C and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. "PAPER" in the "SCHEDULE OF PRICES." When premium payment is authorized the print order will be abstracted, and the order will be placed with the contractor whose price proves the lowest.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their voucher.

An additional premium payment in accordance with Item VI (c). will be applied on orders placed for Quality Level II work. Percentages offered are additional to the basic prices offered for units of work. Premium payments will apply to all items except for Item III. "PAPER" in the "SCHEDULE OF PRICES."

**THIS PAGE IS INTENTIONALLY BLANK.**



#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments sent under commercial bills of lading and/or "Postage and Fees Paid" labels and f.o.b. destination for all other shipments.

Bids for each item listed in its respective format group, as defined in SECTION 2. - Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) shall be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the "DETERMINATION OF AWARD") that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in SECTION 2. - Specifications.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

Cost of all required paper must be charged under Item III. "PAPER"

**I. PREPRESS:** One basic charge will be allowed for each color on each printed page or side (face or back) of the product. No charges will be allowed for films furnished by the Government.

	<u>Per Color</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(a) Trim/Page-size unit produced from camera copy.....per page.....\$	_____	\$ _____
(b) Trim/Page-size unit produced from electronic file.....per page.....\$	_____	\$ _____
(c) Digital color content/Dylux proofs..... per trim/page-size unit.....\$	_____	\$ _____
(d) Digital One-piece/One-piece laminated color proofs ..... per trim/page-size unit.....\$	_____	\$ _____
(e) PDF proof.....per file.....\$	_____	\$ _____

---

(Initials)

(e) System Timework.....per hour .....\$\_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework." Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item I.(e).

**II. PRINTING, BINDING:** The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications, and shall include the costs of all required materials and operations necessary for the complete production of the product as defined in Section 2. – Specifications.

A charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under the line items for each additional ink color" will be allowed only for the pages actually printed with the additional color(s).

**CATEGORY 1:** Quantities of 100 copies up to and including 25,000 copies.

	<u>Makeready</u> <u>and/or Setup</u> (Formats)		<u>Running Per</u> <u>100 Copies</u> (Formats)	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
<b>1. SADDLE-STITCHED:</b>				
(a) Printing text in a single ink color .....per page....	\$_____	\$_____	\$_____	\$_____
(b) Printing text in each additional ink color ..... per color/per page....	\$_____	\$_____	\$_____	\$_____
(c) Printing text in four-color process.....per page....	\$_____	\$_____	\$_____	\$_____
(d) Digital color Printing/Production (iGen, Nexpress, Indigo, or equal) for short-run color copies per page....	\$_____	\$_____	\$_____	\$_____
<b>2. PERFECT BOUND:</b>				
(a) Printing text in a single ink color ..... per page....	\$_____	\$_____	\$_____	\$_____
(b) Printing text in each additional ink color ..... per color/per page....	\$_____	\$_____	\$_____	\$_____
(c) Printing text in four-color process.....per page ..	\$_____	\$_____	\$_____	\$_____
(d) Digital color Printing/Production (iGen, Nexpress, Indigo, or equal) for short-run color copies per page ..	\$_____	\$_____	\$_____	\$_____

\_\_\_\_\_  
(Initials)

	Makeready and/or Setup (Formats)		Running Per 100 Copies (Formats)	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
3. LOOSE-LEAF PRODUCT:				
(a) Printing text in a single ink color .....per page....	\$_____	\$_____	\$_____	\$_____
(b) Printing text in each additional ink color.... ..... per color/per page....	\$_____	\$_____	\$_____	\$_____
(c) Printing text in four-color process.....per page ..	\$_____	\$_____	\$_____	\$_____
(d) Digital color Printing/Production (iGen, Nexpress, Indigo, or equal) for short-run color copies per page....	\$_____	\$_____	\$_____	\$_____

	Makeready and/or Setup (Formats)		Running Per 100 Copies (Formats)	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
(4) COVERS:				
(a) Printing Covers 1 and 4 or Covers 2 and 3 in a single ink color .....per side....	\$_____	\$_____	\$_____	\$_____
(b) Printing Covers 1 and 4 or Covers 2 and 3 in each additional ink color .....per side....	\$_____	\$_____	\$_____	\$_____
(c) Printing Covers 1 and 4 or Covers 2 and 3 in four-color process.....per side....	\$_____	\$_____	\$_____	\$_____
(d) Varnishing Covers 1 and 4 or Covers 2 and 3 .....per side....	\$_____	\$_____	\$_____	\$_____
(e) Digital color Printing/Production (iGen, Nexpress, Indigo, or equal) for short-run color copies .per side....	\$_____	\$_____	\$_____	\$_____

\_\_\_\_\_  
(Initials)

<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
(1)	(2)

5. TAB DIVIDERS:

Printing 1 or 2 sides in a single ink color, including  
die-cutting, and gathering with or inserting  
throughout text ..... per divider      \$\_\_\_\_\_ \$\_\_\_\_\_

**CATEGORY 2:** Quantities of 25,001 copies up to and including 50,000 copies.

*NOTE: Orders placed for quantities over 50,000 copies up to 300,000 copies must be charged under Category 2.*

<u>Makeready and/or Setup</u>		<u>Running Per 100 Copies</u>	
(Formats)		(Formats)	
<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
(1)	(2)	(3)	(4)

1. SADDLE-STITCHED:

- (a) Printing text in a single ink color .....per page.... \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_
- (b) Printing text in each additional ink color .....  
..... per color/per page.... \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_
- (c) Printing text in four-color process.....per page.... \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_

2. PERFECT BOUND:

- (a) Printing text in a single ink color.....per page.... \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_
- (b) Printing text in each additional ink color.....  
..... per color/per page.... \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_
- (c) Printing text in four-color process.....per page .. \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

	<u>Makeready and/or Setup</u> (Formats)		<u>Running Per 100 Copies</u> (Formats)	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
3. LOOSE-LEAF PRODUCT:				
(a) Printing text in a single ink color .....per page....	\$_____	\$_____	\$_____	\$_____
(b) Printing text in each additional ink color....per page....	\$_____	\$_____	\$_____	\$_____
(c) Printing text in four-color process.....per page ..	\$_____	\$_____	\$_____	\$_____

4. COVERS:

(a) Printing Covers 1 and 4 or Covers 2 and 3 in a single ink color .....per side....	\$_____	\$_____	\$_____	\$_____
(b) Printing Covers 1 and 4 or Covers 2 and 3 in each additional ink color .....per side....	\$_____	\$_____	\$_____	\$_____
(c) Printing Covers 1 and 4 or Covers 2 and 3 in four-color process.....per side....	\$_____	\$_____	\$_____	\$_____
(d) Varnishing Covers 1 and 4 or Covers 2 and 3 .....per side....	\$_____	\$_____	\$_____	\$_____

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
--	------------------------------------------	------------------------------------------

5. TAB DIVIDERS:

Printing 1 or 2 sides in a single ink color, including  
die-cutting, and gathering with or inserting  
throughout text ..... per divider \$\_\_\_\_\_ \$\_\_\_\_\_

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Tab Dividers - Each page-size divider.

\_\_\_\_\_  
(Initials)

	<u>Format A</u> (1)	<u>Per 100 leaves</u> <u>Format B</u> (2)
1. TEXT PAPER:		
(a) White Offset Book (50-lb.).....	\$_____	\$_____
(b) White Offset Book (60-lb.).....	\$_____	\$_____
(c) White Offset Book (70-lb.).....	\$_____	\$_____
(d) White Litho Coated Book (60-lb.).....	\$_____	\$_____
(e) White Litho Coated Book (70-lb.).....	\$_____	\$_____
(f) White No. 2 Coated Text Gloss Finish (80-lb.).....	\$_____	\$_____
(g) White Matte Coated Offset Book (60-lb.).....	\$_____	\$_____
(h) White Matte Coated Offset Book (70-lb.).....	\$_____	\$_____
(i) White Matte Coated Offset Book (80-lb.).....	\$_____	\$_____
(j) White Laid-Finish Antique Book (70-lb.).....	\$_____	\$_____
(k) White Dull Coated Offset Book (60-lb.).....	\$_____	\$_____
(l) White Dull Coated Offset Book (70-lb.).....	\$_____	\$_____
(m) White Dull Coated Offset Book (80-lb.).....	\$_____	\$_____
(n) White Writing (20-lb.).....	\$_____	\$_____
(o) Colored Writing (20-lb.).....	\$_____	\$_____
2. COVER PAPER:		
(a) White Index (110-lb.).....	\$_____	\$_____
(b) Colored Index (110-lb.).....	\$_____	\$_____
(c) White Litho Coated Cover (80-lb.).....	\$_____	\$_____
(d) White No. 2 Coated Cover, Gloss-Finish (100-lb.).....	\$_____	\$_____
(e) White Vellum-Finish Cover (50-lb.).....	\$_____	\$_____
(f) White Vellum-Finish Cover (65-lb.).....	\$_____	\$_____
(g) Colored Vellum-Finish Cover (50-lb.).....	\$_____	\$_____
(h) Colored Vellum-Finish Cover (65-lb.).....	\$_____	\$_____

\_\_\_\_\_  
(Initials)

	<u>Per 100 leaves</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(i) White Laid-Finish Antique Cover (65-lb.).....	\$_____	\$_____
(j) White Laid- Finish Antique Cover (80-lb.).....	\$_____	\$_____
(k) White Matte Coated Cover (80-lb.).....	\$_____	\$_____
(l) White Dull Coated Cover (80-lb.).....	\$_____	\$_____
(m) White No. 2 Coated Cover, Dull-Finish (100-lb.).....	\$_____	\$_____
(n) White Coated One Side Cover, 0.010" thick.....	\$_____	\$_____

**IV. ADDITIONAL OPERATIONS:** Bid offer for each of the following operations must include the cost of all required materials and operations.

- (a) Perforating (slit or slot) off fold ..... per 100 leaves .....\$\_\_\_\_\_
- (b) Shrink-film wrapping ..... per package .....\$\_\_\_\_\_
- (c) Additional folding ..... per 100 copies .....\$\_\_\_\_\_
- (d) Laminating tabs ..... per tab .....\$\_\_\_\_\_
- (e) Binding with plastic combs of suitable capacity  
(including punching and cost of combs) ..... per 100 books .....\$\_\_\_\_\_
- (f) Binding with Wire-O coils of suitable capacity  
(including punching and cost of coils) ..... per 100 books .....\$\_\_\_\_\_
- (g) Binding with plastic or wire spiral coils of suitable  
capacity (including punching and cost of coils) ..... per 100 books .....\$\_\_\_\_\_
- (h) Sealing with transparent tabs or wafer seals..... per 100 books .....\$\_\_\_\_\_
- (i) Drilling (each run) ..... per 100 leaves .....\$\_\_\_\_\_

Four holes will be the maximum for any one run. When drilling or punching pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves.

Item IV.(d) above is only for the lamination and reinforcing of tabs. Printing and die-cutting charges for tabs must be charged under Item II. 5., Tab Dividers in the applicable category.

Items IV.(e), (f) and (g) above are only for the binding of comb-bound, Wire-O bound and spiral-bound books. Printing charges for comb-bound, Wire-O bound or spiral-bound books must be charged under Item II. 3., Loose-leaf Products in the applicable category.

\_\_\_\_\_  
(Initials)

**V. PACKING:**

1. Bulk shipments:

(a) Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

(b) Palletizing ..... per pallet .....\$ \_\_\_\_\_

2. Mailed Shipments:

(a) Affixing furnished labels on single copies (self-mailer).....per 100 labels .....\$ \_\_\_\_\_

(b) Single or multiple copies in kraft envelope (up to 200 leaves).....per envelope .....\$ \_\_\_\_\_

(c) Single or multiple copies over 200 leaves, up to  
12 pounds, in cushioned shipping bags, or wrapped  
wrapped in shipping bundles (maximum gross  
weight 14 pounds)..... per bag or bundle .....\$ \_\_\_\_\_

(d) Quantities over 12 pounds, up to 36 pounds,  
wrapped in shipping bundles, or packed in  
shipping containers, (maximum gross weight  
40 pounds)..... per bundle or container .....\$ \_\_\_\_\_

**VI. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item III.  
“PAPER.”

(a) Percentage increase (1 to 5 workdays) ..... %

(b) Percentage increase (6 to 10 workdays) ..... %

Bidder to check one of the following:

☐ I want to be offered work for Quality Levels II and III.

☐ I want to be offered work for Quality Level III only.

(c) Percent up-charge for Quality level II ..... %

\_\_\_\_\_  
(Initials)



My production facilities are located within the assumed area of production ..... yes \_\_\_\_\_ no \_\_\_\_\_

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material.....
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant.....
2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product .....
  - b. Number of hours from pickup of completed product to delivery at destination .....

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)